ETON COLLEGE

Part-time Staff Nurse

Eton College is seeking to appoint a **Part-time Staff Nurse**. The Sanatorium is situated in a converted church in Eton High Street. There are fourteen beds for boys aged thirteen to eighteen years who are admitted with a variety of illnesses and injuries. Boys needing surgery are admitted to a local hospital and return to the Sanatorium post-operatively.

Currently nursing staff consists of a sister-in-charge, two staff nurses and two part-time (job share) nurses. The two school doctors hold daily morning surgeries with the nursing staff operating a triage system. The doctors visit in-patients daily.

Part-time Sanatorium support staff consists of Physiotherapists, Secretary, Cook and four domestic daily assistants.

There is a routine immunisation programme and a developing travel vaccination clinic. A wide variety of minor injuries are treated on site and the post may be of particular interest to someone wishing to gain experience in the management of sports injuries.

**General Background**

Eton College, which was founded by Henry VI in 1440 for 70 scholars, has over the years become a boarding school catering for 1300 boys. It is the largest boarding school for boys in the UK. Eton’s academic results are good by any standard, often near the top of the examination league tables. A very wide range of sports, activities and societies is offered and the demand for places at the School is strong.

A total of about 880 people work at Eton and in addition to the teachers there are staff working in the 25 Boarding Houses, central dining facility, grounds, security, buildings and others work as swimming pool attendants, technicians, and administrative staff.

The School and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough. There are some 400 school buildings including staff accommodation and a 2,000 metre rowing lake at Dorney, designated as the London 2012 venue for rowing and flat-water canoeing.

**JOB DESCRIPTION**

**Job Title:** Part-time Staff Nurse

**Reporting To:** Sister-in-Charge / Lower Master

**Department:** Sanatorium
Main Purpose of Job: To provide Nursing care to boys and first aid to staff, basic assessment of minor illness and injury, monitor long-term conditions, keep records of patient consultations and drug administration and provide routine and travel immunisation.

Nursing Duties:

Care of in-patients
- Boys are seen daily by their doctor.
- One nurse is on-call at night.
- Administration of medicines and treatments.
- General nursing care and keeping up morale.
- Record keeping of observations.

Care of out-patients
- Morning surgery with the doctors.
- Triage.
- Venepuncture.
- Wound care.
- Assessment and treatment of minor injuries.
- Assessment and treatment of sports injuries
- Travel immunisations and routine immunisations.
- Asthma care.
- Medicals are carried out for new boys and sixth form. (height, weight, urine, BP, VA, PEFR, etc).
- Good communication with boys, house staff, parents, doctors, hospitals.
- Simple food preparation (the School run courses on food hygiene).
- Training sessions for Dames on subjects such as asthma, epilepsy and anaphylaxis.
- Health promotion – opportunistic and organised including smoking cessation.
- A ‘First-Aid’ service is offered to School staff.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.

Person Specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Registered Nurse with valid NMC PIN</td>
<td>X</td>
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<td>Education of continuing education within nursing</td>
<td>X</td>
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<tr>
<td>Willing to attend ongoing training (some of which may be in holiday time)</td>
<td>X</td>
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<tr>
<td>Dual qualification RN/Child Branch</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Maximum of 2 years post registration experience</td>
<td>X</td>
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<tr>
<td>Vaccination, Diabetes, Asthma and sports injury experience</td>
<td>X</td>
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<td>Experience of working with young people</td>
<td>X</td>
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<td>Experience of working in a school environment.</td>
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<th>Skills/Personal Qualities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Able to prioritise workload</td>
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<tr>
<td>Good communication skills – pupils, parents, staff, local medical services</td>
<td>X</td>
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<td>Basic IT skills and use of EMIS</td>
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Appointment Date
To start April 2014.

Salary
Salary will be based on Agenda for Change, Band 6 pro rata and according to experience. Salaries are paid on 25th of each month.

Hours
The part-time appointment provides cover for a total of 35 hours per fortnight during term-time. Typical hours of work:

Week 1: **Tuesday** 3.00p.m - 8.00p.m. **Wednesday** 1.00p.m - 10.00p.m. **Thursday** 10.00a.m - 5.00p.m.

Week 2: **Friday** 1.00p.m - 9.00p.m and **Saturday** 8.00a.m - 2.00p.m.

Holiday
When a Bank Holiday falls during a School term you will be required to work on that day. You are required to take your paid holidays during the school holidays.

Continuing Professional Development
Study days are usually paid for by the School and nursing staff are able to attend the annual conference for Matrons and Medical Staff which is run by the Boarding Schools Association.

Notice period
The first year of employment is considered to be a probationary period and the notice period is 1 month during the first year. The notice period increases to 3 months after one years’ service.

Benefits
- **Pension scheme**
  Employees who wish to be enrolled into the College’s Group Personal Pension Plan can choose either to contribute 4.9% of your salary and the College will contribute 11% or to join the auto-enrolment category where you will currently pay 1% and the College pays 1%. These amounts will increase gradually over the next few years in line with Government requirements.

- **Provision of meals**
  You will be entitled to a subsidised lunch from Monday to Friday during term time in Bekynton, the College’s central dining facility.

- **Childcare Vouchers**
  The College’s Childcare Voucher Scheme is supplied by Edenred. More details are available from the HR Department.

- **Sports Facilities**
  Employees at the College enjoy free use of the College Gym, swimming pool and tennis courts with subsidised use of other sport facilities.

- **Leisure Facilities**
  Free use of the School Library, free entry to College theatre and concert productions.
• Life Assurance
Life Assurance benefits commence upon employment and cease 31 days after leaving Eton Service. This is currently 4x basic salary.

• Employee Assistance Programme
All employees have access to counselling services provided by Health Assured. More information is available from the HR Department.

• Give as You Earn
The College is registered with Give as You Earn. This payroll deduction scheme enables employees to make regular deductions directly from their salary in support of their chosen charity or good cause.

• Eyesight test
Free bi-annual eye test and £50 towards glasses for VDU use.

**Application Process**

Application **must** be made on the College’s application form which is available to download from the College website.

Completed forms should be returned by post to the HR Department, Eton College, Windsor, Berkshire, SL4 6DJ. Application forms received after the closing date will not be considered.

**The closing date for this position is 21 February 2014**

Applicants who are invited to attend an interview at the College must note that references will be taken before they attend their interview. Applicants are required to read the Invitation to Interview notes before attending as it contains information regarding the documents that they will need to bring with them.

An offer of employment with the College will be subject to two satisfactory references, a satisfactory medical report and an Enhanced Disclosure from the Disclosure and Barring Service. In addition, the College is required to contact all employers where the applicant has worked with children.

*It is the post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Deputy Head (Lower Master) or to the Head Master.*